

***Marmion Academy
Handbook
Of
Athletic
Policies
And
Procedures
For
Parents and Athletes***

1. ATHLETIC DEPARTMENT PHILOSOPHY AND GENERAL NOTES

- 1.1. The philosophy of the Marmion Academy Athletic Department is identical to the educational philosophy of the Academy, which should have the individual student's need and interests as the top priority. Athletics is an extension of the academic day. The coaches are expected to be teachers, who not only teach the proper techniques of their sport, but who also build character and prepare young men to carry the values they learn with them into adult life. Athletes are expected to be students who strive to discover their talents, and labor to realize their potential.
- 1.2. The teaching of poise and respect is a very important part of each practice plan. Student athletes learn to never get involved in a dialogue with opposing players, coaches, fans or game officials. They learn to accept defeat with humility and to win with grace.
- 1.3. Interscholastic athletics are a force that makes desirable changes in the attitudes, habits and skills, not only of those participating, but also of the entire student body and community. Athletes are wholesome equalizers that exemplify the value of the democratic process and of fair play. Athletes are judged for what they do, disregarding the social, ethnic or economic group to which they belong.
- 1.4. The aim is to develop a highly competitive athletic program but not to lose sight of educational values such as sportsmanship, health, and scholastic achievement and to place the proper emphasis on winning.
- 1.5. The athletic experience is an enjoyable part of a young person's high school days. The staff works to see to it that everyone involved with the athletic experience leaves with a positive feeling about themselves and the program. Remember to develop in order of importance:
 - ✓ Good People
 - ✓ Good Students
 - ✓ Good Athletes
- 1.6. This handbook includes many important messages, policies, and documents to which parents and athletes must attend. The opportunity for a student to participate in sports at Marmion Academy is a privilege, not a right. Being a member of a Marmion Academy athletic team carries certain responsibilities. Each student athlete must commit to complete loyalty and dedication. Parent support is a key ingredient in developing a successful young athlete. Both parents and athletes are expected to be positive leaders in promoting good sportsmanship. Parents are asked to read this handbook carefully and discuss it with your son as he becomes involved in the Marmion Academy athletic program. Parents are invited to take part in our programs as supportive parents and enthusiastic spectators.

- 1.7. All of the athletic programs offer unique situations outside of the classroom – but within the high school environment, where life is played out, not simulated. The purposes to be achieved from the Interscholastic Athletic Program are as follows:
 - 1.7.1. To provide students with the opportunity to engage in competitive activities and to come to understand that the word “compete” is derived from Latin words meaning “to strive together”.
 - 1.7.2. To provide students with the opportunity to experience self-discipline, sacrifice, and dedication as means of achieving goals.
 - 1.7.3. To provide students with the opportunity to exemplify good sportsmanship as a means for learning good citizenship.
 - 1.7.4. To provide students with the opportunity to experience working as a member of a team in order to achieve a goal, and in the process, learn that cooperation and competition are not mutually exclusive concepts.
 - 1.7.5. To provide students with the opportunity to experience both winning and losing. Students should come to understand that losing provides opportunities to learn, setting the stage for future winning, and that winning is not as important as an end result, as it is as a feedback indicator that you’re probably doing a good job as individuals and as a team.
 - 1.7.6. To demonstrate to students that real, lasting satisfaction comes not so much from “winning” per se as from doing the job to the best of your ability.
 - 1.7.7. To demonstrate to students that as individuals they often are capable of achieving more than they think they are capable of achieving.
 - 1.7.8. To provide students with the opportunity to engage in competitive experiences in an acceptable manner.
 - 1.7.9. To provide students with the opportunity to experience a feeling of self-worth and to develop self-confidence.
 - 1.7.10. To provide students with the opportunity for experience in problem solving and decision-making.

- 1.7.11. To provide students with the opportunity to engage in organized activities with other students whose backgrounds and academic abilities may be dissimilar from their own.
- 1.7.12. To provide students with the opportunity to learn new skills beyond those acquired in physical education classes and to improve upon those already acquired.
- 1.7.13. To provide students with the opportunity to understand and practice the principles of sound, health, safety and physical fitness.
- 1.7.14. To provide students with the opportunity to develop the ability and desire to use their time effectively.
- 1.7.15. To provide students with the opportunity to have a positive rallying point for the school in order to help them develop school loyalty and a sense of participation in a larger whole.

2. MEMBERSHIP:

- 2.1. Marmion Academy is a member of, and adheres to the rules and regulations of the Illinois High School Association (IHSA), the Suburban Catholic Conference (SCC), and Metro Catholic Aquatics Conference (MCAC).
 - 2.1.1. Other member schools of the SCC are: Aurora Central Catholic (Aurora), Driscoll (Addison), Immaculate Conception (Elmhurst), Marian Central Catholic (Woodstock), Montini (Lombard), Rosary (Aurora), St. Edward (Elgin), St. Francis (Wheaton).
 - 2.1.2. Other member schools of the MCAC are: Benet Academy (Lisle), Bishop McNamara H.S. (Kankakee), Brother Rice H.S. (Chicago), Fenwick H.S. (Oak Park), Loyola Academy (Wilmette), Maria H.S. (Chicago), Marian Catholic (Chicago Heights), Marist H.S. (Chicago), Mother McAuley H.S. (Chicago), Mt. Carmel H.S. (Chicago), Nazareth Academy (LaGrange Park), Notre Dame H.S. (Niles), Regina Dominican H.S. (Wilmette), Resurrection H.S. (Chicago), Rosary H.S. (Aurora), St. Ignatius College Prep (Chicago), Saint Patrick H.S. (Chicago), Saint Rita H.S. (Chicago), St. Viator H.S. (Arlington Heights), Trinity H.S. (River Forest)

3. APPROVED ATHLETIC PROGRAMS

3.1. Sports programs at Marmion Academy include:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Baseball
Football	Swimming	Tennis
Golf	Wrestling	Track & Field
Soccer		

4. ATTENDANCE AT PRESEASON TEAM MEETINGS

4.1. Prospective athletes and at least one parent/guardian MUST attend the parent/coach meetings scheduled at the beginning of each sport season if the athlete plans to participate in a sport that season. Dates and times for these meetings will be posted on the school's web site (www.marmion.org), and www.viewmyschedule.com. Also, they will be included in the school calendar, and other means of communication.

5. REQUIRED DOCUMENTS AND INFORMATION NEEDED TO PARTICIPATE IN MARMION ATHLETIC PROGRAMS

5.1. Prior to the start of tryouts/practice/competition, parents and athletes are responsible for providing the following documents and information. (See Appendix)

5.1.1. Current health physical - physicals are considered current for one calendar year from the date of the physical. Physicals will be kept on file with the athletic trainer for the entire school year and as long as the physical is current there is no need for an athlete to turn in a new physical each season. Freshmen and new students turn in physicals and immunization record to the Academic Dean's Office. Returning students turn in physicals to the head coach.

5.1.2. Proof of Health Insurance - Marmion Academy requires student athletes to have and provide proof of health insurance before tryouts/practice/competition. The required proof of health insurance (i.e., copy of health insurance card or declaration of insurance page from the policy) must be turned in to the coach.

- 5.1.3. Consent to Participate in Program and Release of Claims for Program-Related Damages, Injuries or Death – Parent/Guardian and athlete must read and sign this document each season the athlete participates in a Marmion Academy sport, and turn it in to the coach to be eligible for tryout/practice/competition.
 - 5.1.4. Authorization for Medical Treatment for Program Participant. Parent/Guardian must read and sign this document each season the athlete participates in a Marmion Academy sport, and turn it in to the coach to be eligible for tryout/practice/competition. The head coach for each level will have this document available to him in case of a medical emergency.
 - 5.1.5. Marmion Academy Handbook of Policies and Procedures for Parents and Athletes Compliance – Parent/Guardian and athlete must read and sign this document each season the athlete participates in a Marmion Academy sport, and turn it in to the coach to be eligible for tryout/practice/competition. The Compliance document is the last page of the Parents and Athletes Handbook. Simply tear it out to be used.
 - 5.1.6. Each head coach will provide parents and athletes with a written set of policies and procedures for that sport. The head coach for each sport will establish team rules that compliment the policies and procedures in this handbook.
 - 5.1.7. Parent/Guardian and athlete must read and sign a compliance document for each sport the athlete participates. A copy of the compliance and the set of policies and procedures will be retained by the parent/guardian and athlete.
- 5.2. If an athlete has any special medical problem and medical needs, the parent/guardian must inform the athletic trainer in writing. This is essential to safeguard your son's health.

6. TEAM SIZE AND PARTICIPATION ISSUES

- 6.1. Every attempt will be made to allow as many students as possible to be on a team. Practical situations such as facilities, number of coaches, available playing time, etc. dictate that in certain situations a team will have to be “cut” down to a manageable size.
- 6.2. In most cases, cuts will not be made before three tryouts are made available to athletes. In general, sophomore and varsity team sizes will parallel IHSA tournament regulations. Freshman team sizes will generally be larger than sophomore and varsity team sizes. Team sizes in sports that offer freshmen “A” and “B” levels will be large enough to field teams for both levels when both levels are not playing on the same day.

<u>Sport</u>	<u>Level</u>	<u>Size</u>
Cross Country	Varsity	No Limit
Cross Country	Frosh/Soph	No Limit
Football	Freshman	No Limit
Football	Sophomore	No Limit
Football	Varsity	No. Limit
Golf	Frosh/Soph	8 – 12
Golf	Varsity	8 – 12
Soccer	Frosh/Soph	16 – 22
Soccer	J.V	14 - 16
Soccer	Varsity	14 – 18
Basketball	Freshman	18 – 22
Basketball	Sophomore	12 – 15
Basketball	Varsity	12 – 15
Wrestling	Frosh/Soph	No Limit
Wrestling	Varsity	No Limit
Swimming	Frosh/Soph/JV	No Limit
Swimming	Varsity	No Limit
Baseball	Freshman	17 – 22
Baseball	Sophomore	15 – 18
Baseball	Varsity	15 – 20
Tennis	Frosh/Soph	10 – 14
Tennis	Varsity	10 - 14
Track & Field	Frosh/Soph	No Limit
Track & Field	Varsity	No Limit

- 6.3. Squad size will be guided by factors such as time, space, facilities, equipment, number of coaches, budget, and talent. These factors may place limitations on the number of participants for particular sports that may include tryouts and cuts.
- 6.4. Selecting the members of an athletic team is the sole responsibility of the coaches of the team. The head coach of each program will establish the criteria to be used in evaluating the candidates. Lower level coaches will use the criteria in order to insure uniformity

throughout the program. Cuts will be made by a committee of coaches in that sport and never by just one coach. The head coach of the program will inform all candidates of the following:

- ✓ Extent of the tryout period
- ✓ Criteria to be used in selecting the team
- ✓ The approximate number of players to be selected
- ✓ Expectations of those selected in regard to the time and commitment involved (Team Policies and Procedures Made By The Coach).

- 6.5. Each head coach will determine the procedure to be used for his particular program if a team cut becomes necessary. Students who fail to make the team will be encouraged to seek participation in other areas of the program. Alternative possibilities for participation in other Marmion sports could also be discussed.
- 6.6. All freshman and sophomore athletes should receive a copy of the form granting parental permission for their son to compete at an upper level. Freshman and sophomore coaches provide these forms. Inter-level practices may be common with most sports. An athlete will not compete at an upper level without written parental approval as indicated on the form. The parent/guardian of an athlete who has been moved up may choose to reverse their consent at their discretion. The head coach will turn in to the athletic director the signed forms before the athlete may compete in a contest at the upper level.
- 6.7. Athletes who are on a Marmion sports team roster may not compete, practice, workout...with a club team...in the sport for which he is currently on a Marmion sports roster. Penalty: The athlete will be immediately suspended from the team of the Marmion sport on which he was a member during the rule infraction; Marmion will forfeit competitions in which it engaged during the rule infraction, notice of the rule infraction would be given to the IHSA. The IHSA may suspend the athlete and head coach from all IHSA sponsored athletic competition and practices up to 365 days from the date of the rule infraction. The IHSA may impose other penalties. *Coaches must include this policy in their Team Policies and Procedures.*
- 6.8. Athletes who are on a Marmion sports team roster (in-season) may compete, practice, workout...with a club team...in a sport different from the sport for which he is currently a Marmion team member.
- 6.9. Coaches and athletes will actively encourage athletes to participate on Marmion athletic teams. Coaches and athletes will not promote only one sport.
- 6.10. Coaches and athletes will not promote a non-Marmion club team or league at the expense of a Marmion team.
- 6.11. Coaches will not impose prerequisites on athletes for team membership or starting positions. Coaches will not require athletes to participate in out-of-season conditioning, weight lifting, workouts, or off-campus leagues and teams. According to I.H.S.A.

bylaws, participation in summer activities by students must be voluntary. *Coaches will strongly encourage athletes who are not in-season to attend Marmion sponsored conditioning/workouts. It is vital for success to workout, weight lift, and train when an athlete is not participating in another sport.*

- 6.12. Head coaches may allow in-season athletes to miss regular season practices to attend a one-day college combine. However, athletes may not be allowed to miss post-season team competitions or practices to attend college combines.
- 6.13. Coaches of non-varsity level programs will allow all athletes a “valuable” amount of time to compete in scheduled competitions. Parents/Guardians and athletes must understand that some athletes have more natural ability and some practice more intently to develop athletic abilities than others. *Team members with superior skills will be given more time to compete.*
- 6.14. Athletes are to attend all scheduled athletic contests, practices, and meetings for their team. An absence due to obligations to other non-Marmion and Marmion non-graded activities (i.e. drill team, chess team, jazz band...) will be considered an unexcused absence that results in a penalty imposed by the coach. Athletes should know obligations required by non-athletic clubs before signing up for them. If an athlete must miss a team event due to a special circumstance, the athlete must contact his coach prior to the event for the absence to be considered an approved absence. *Even with approval to be absent, athletes may experience reduced participation time in future competitions. This may occur not just as a penalty for an absence but because the athlete’s replacement may have used the opportunity to win the position, and because he may not be prepared sufficiently.*

7. ELIGIBILITY

- 7.1. A student absent from school may not practice or compete on that day unless he returns for four full *academic periods* or an acceptable parent or doctor’s excuse is submitted to the head coach.
- 7.2. A student absent from school on a Friday that precedes a Saturday and/or Sunday competition(s) may not compete on that Saturday and/or Sunday unless he returns for four full *academic periods* or an acceptable parent or doctor’s excuse is submitted to the head coach.
 - 7.2.1. In consideration of a special circumstance the Headmaster or the Athletic Director may supersede the above Academy policies.
- 7.3. Two failures at First Semester result in ineligibility for at least the 3rd Quarter. A student may be ineligible for the entire Second Semester if substantive academic progress is not made. The Academic Dean and/or the Headmaster will make a determination on this point.

- 7.4. Failures at Second Semester do not cause ineligibility for the coming Fall Semester if credits are made up over the summer.
- 7.5. Quarter Failures – Two failures at First or Third Quarter render a student ineligible, except for practice. The student is ineligible for a minimum of three weeks. The student can re-establish his eligibility if, three weeks following the grading period, he is passing all subjects previously passed plus all but one of the failed subject.
- 7.5.1. To effect eligibility re-instatement, the student must obtain a form from the Academic Dean, complete it for all of his core subjects, and return it to the Academic Dean. The Dean will then notify the Athletic Director and Head Coach regarding the student's re-instatement of eligibility.
- 7.6. Blue Slip Failures: Two failures on Blue Slips (mid-quarter progress reports) render a student ineligible except for practice. A student can re-establish eligibility as soon as he is passing all but one of the failed subjects. This policy will be enforced forty-eight hours after the coach is notified by the Academic Dean.
- 7.6.1. To effect eligibility re-instatement after Blue Slip failures, the student must obtain a form from the Academic Dean, complete it and return it to the Dean. The Dean will notify the Athletic director and Head Coach regarding the student's re-instatement of eligibility.

8. TRANSFER STUDENT ELIGIBILITY

- 8.1. The head coach of the program and athletic director will check that a transfer athlete meets eligibility requirements set by the I.H.S.A. The transfer athlete may not compete until the Headmaster is notified in writing from the I.H.S.A. about his eligibility. A transfer athlete may practice with the team while waiting for a ruling from the I.H.S.A. or after a ruling that denies eligibility. (See Appendix)

9. TRANSPORTATION ISSUES

- 9.1. Marmion will supply transportation to and from competition and mandatory off campus practice. All teams/individuals, except occasionally varsity golf, will use Marmion Academy supplied transportation for away competition and mandatory off campus practice.
- 9.2. The head coach will not permit an athlete/manager to leave a competition or practice before its conclusion. The head coach may make exceptions according to his/her discretion. If the head coach allows an athlete/manager to leave an away competition or mandatory off campus practice before its completion, that athlete/manager may leave only with his parent/guardian. The head coach must be informed of the athlete's wish to leave early by both that athlete and his parent/guardian in person.

- 9.3. When an athlete leaves a competition or mandatory off campus practice early the athlete and head coach will arrange for that athlete's equipment/uniform to return to school with the team. The athlete may not take his equipment/uniform home with him without the coach's permission.
- 9.4. When using Marmion supplied or leased form of transportation athletes are responsible for its cleanliness. The head coach will check all buses and vans for the state of cleanliness before the team departs from campus and again on its return to campus. Cost to repair or clean the bus/van will be paid by the athlete(s) responsible, or the entire team if the athlete(s) responsible for the problem cannot be identified.
- 9.5. The head coach is responsible for setting the team's/athlete's departure time. The head coach must inform the Transportation Director of the team's transportation needs and departure time. The departure time will take into consideration the team's/athlete's transportation and preparation needs to establish departure time.
- 9.6. The head coach has the authority to not allow an athlete who missed the bus/van that left campus without him to play or practice at the scheduled competition/mandatory off campus practice for that day, unless the team returns to campus and leaves campus again that day with that student. In cases of exceptional circumstances, the head coach will use his discretion when enforcing this policy.
- 9.7. The head coach may punish an athlete/manager who misses the bus/van according to his discretion.
- 9.8. A coach may allow school provided transportation to divert from its scheduled destination for competition or required off campus practice at the coach's reasonable discretion (i.e. to eat at a restaurant).
- 9.9. Athletes must leave campus immediately after post-practice or post-competition formalities are completed unless they attend another school-sponsored function. Parents who pick-up their sons should arrive no later than thirty minutes after a practice or competition is finished.

10. TRAINING RULES

- 10.1. Athletes must accept a training regimen established by the head coach in order to develop a winning attitude and to be physically prepared for practices and competitions. The training regimen, among many topics, addresses the athletes' use of illegal drugs, tobacco, and other illegal acts. Marmion athletes shall be subject to all rules established by the head coach, which will include for the first offense the minimum of at least the suspension from one competition, and possibly professional counseling (paid by the parent/guardian). The second offense of training rules will deem the athlete ineligible for practices and competitions for the remainder of the season.

10.1.1. Regardless of a first or second offense, an offending athlete may be referred to the Academy's Administration for a response.

10.1.2. Examples of training rules violations include:

10.1.2.1. Confirmed involvement in the use or possession of smoking tobacco and/or smokeless tobacco products.

10.1.2.2. Confirmed involvement in the use or possession of alcoholic beverages, other illegal drugs, steroids, and/or controlled substances.

10.1.2.3. Confirmed involvement in acts of vandalism, violence, theft, or any act considered unlawful in any legal jurisdiction.

10.1.1.1. Confirmed involvement as a participant at a party or gathering where illegal activities are occurring. The student will be considered a participant should he fail to leave the premises once he becomes aware of these illegalities.

10.1.1.2. Confirmed involvement: Any student apprehended by law enforcement authorities or witnessed by, reported and verified by any school official (administrator, faculty member, coach) shall be considered in violation of the stated rules.

11. FACILITIES AND EQUIPMENT

11.1. *Coaches' offices are for coaches. No student/athlete should be in a coaches area unattended or uninvited.*

11.2. All athletic facilities are off limits to students/athletes unless permission to use the facility is granted by the athletic director or a coach. There must be an adult supervisor present when students/athletes use the weight room, gym, wrestling practice room, or pool.

11.3. Marmion students/athletes may invite family members or a friend to use athletic facilities ONLY with permission from the athletic director or a coach and while that student/athlete is present with them.

11.4. Rental rates and conditions for use of athletic facilities are available from the athletic director. Only the Athletic Director may approve and schedule rentals of the facilities.

- 11.5. Athletes must use facilities and equipment only for their intended purposes. Misuse or abuse of facilities and equipment can cause added expenses for repair or replacement and even injury or death to an athlete.
- 11.6. Students/athletes who abuse facilities or equipment may be penalized or removed from the team.
- 11.7. Students/athletes who excessively dirty, break, steal, or damage facilities or equipment will be liable for the cost of cleaning, repair or replacement.
- 11.8. Locker rooms are used by many athletes and are not personal closets. Athletes must dress before and after practices and competitions *only in their assigned locker room*.
- 11.9. Athletes are allowed in sports locker rooms only on team business. Locker rooms are not places to hang out or store academic material.
- 11.10. Each athlete will be issued a lock and locker. Personal locks used on locker room lockers are not allowed and will be cut off.
- 11.11. Locker rooms will not always be locked. *ATHLETES ARE TO PLACE ALL PERSONAL ITEMS AND EQUIPMENT/UNIFORM INTO THEIR LOCKER AND LOCK IT WHENEVER THEY ARE NOT PRESENT IN THE LOCKER ROOM*. If a student experiences a theft, he should report it to his coach. Items that are stolen from students usually cannot be recovered.
- 11.12. Private vehicles may not be driven on to the playing or practice fields unless in an emergency.
- 11.13. Athletes will not drive their vehicle after school to a location closer to after school practice or competition area on campus.
- 11.14. Students will not drive a school golf cart without permission from the athletic director, a coach or athletic trainer. Driving the golf cart safely, especially in the parking lot, is imperative.
- 11.15. Equipment and uniforms issued by a coach are recorded. Head coaches may require a monetary deposit before an athlete may receive his equipment/uniform. An athlete's deposit will be forfeited to the school if the equipment/uniform is not returned within one week of the collection date. The cost for cleaning, replacing lost equipment/uniform and equipment/uniform returned in disrepair due to mistreatment will be deducted from the deposit and the difference will be returned to the athlete. If cleaning, replacement, or repair cost exceeds the deposit amount, the athlete will be billed. In a case when a deposit is not required and the athlete returns equipment/uniform dirty or in disrepair, and/or the athlete fails to return his equipment/uniform within one week of the collection date the athlete will be responsible for cost of cleaning, repair or replacement. In all cases, until the

cleaning/replacement/repair cost is turned in to the head coach or the parent/guardian in writing informs the school treasurer to add the cost to the student's tuition; the athlete's report card and transcript will be withheld, and the athlete will be denied participation on a Marmion sport's team until it is paid.

11.16. Athletes must use proper care (possibly washing and sanitizing) and maintenance of issued equipment and uniforms.

11.17. Equipment and uniforms may not be used for non-Marmion activities, unless the athletic director grants permission.

12. SPORTSMANSHIP

12.1. Athletes must maintain all standards of behavior identified in the Marmion Academy Student Handbook. School pride, loyalty, sportsmanship, and respect toward the opponent and the opponent's school should always be practiced.

12.1.1. Derogatory cheering directed toward opponents and/or officials is not allowed.

12.1.2. No artificial noisemakers are to be used at indoor events.

12.1.3. The S.C.C. only allows signs/banners that are displayed at athletic contests to be of a positive nature and supporting the Sportsmanship Creed of the S.C.C.

12.1.4. Use good judgment, be responsible, and show respect for person and property.

12.1.5. An athlete/parent will share responsibility in the actions of any group or individuals with whom he/she associates.

12.1.6. Athletes should be respectful to all adults and be cooperative in following the instructions of coaches.

12.1.7. Maintain a good reputation as a representative of the school and your family

12.2. Parents and athletes must always demonstrate good sportsmanship. Athletes who fail to demonstrate good sportsmanship will be penalized according to the coach's Team Policy and Procedure, Marmion Academy Student Handbook, Headmaster, or Athletic Director.

12.3. Parents who demonstrate poor sportsmanship may be reminded to change their behavior by a coach, school administrator, and even their son(s). If necessary, it is

possible that a parent may be asked to leave the premises and even be prohibited from attending future athletic events.

- 12.4. Excessive celebration at a competition is not good sportsmanship.
- 12.5. Parents and athletes must read and practice the S.C.C. Sportsmanship Statement (see Appendix).
- 12.6. Head coaches keep a written record of policy and procedure situations with athletes that involve disciplinary action or present a major concern. A coach may fill out a copy of the Record of Disciplinary Action and send it home to the parent/guardian. In this case, the form must be signed by the parent/guardian and be returned to the head coach before the athlete may return to practice or competition.

13. AWARDS & AWARD CONVOCATIONS

- 13.1. There are two types of awards that the Athletic Department provides – earned awards and participation awards.

- 13.1.1. Participation awards

- 13.1.1.1. Numerals are given to athletes for completion of their first season.

- 13.1.1.2. Freshman letters are given to freshmen that complete a season in football, basketball and baseball with a freshman team.

- 13.1.1.3. Sophomore letters are given to freshmen and sophomores for completion of a season with a sophomore team.

- 13.1.1.4. Varsity letters are given to senior athletes who have been on teams in the sport for at least three years and have not successfully achieved the letter's requirements.

- 13.1.2. Earned awards

- 13.1.1.1. Junior Varsity letters are awarded to any athlete on junior varsity or varsity squads who meet the requirement for a junior varsity letter, but not successfully achieve the requirements for a varsity letter.

- 13.1.1.2. Varsity letters are awarded to any athlete who successfully achieved the letter's requirements while a member of a varsity squad.
- 13.1.1.3. The Monogram Award recognizes seniors who have been awarded six or more varsity letters while athletes at Marmion.
- 13.1.1.4. A special award, Achievement Award (Most Valuable Player), is presented to one varsity team member per sport. The head coach establishes the method used to choose the award winner. Only football, basketball and swimming present a second special earned award. The head coach in these sports establishes the method used to choose the award winner.

13.1.3. Special Athletic Department Awards

- | | | |
|------------|---------------|--|
| 13.1.3.1. | Football | Amby Geib Achievement Award
Pat Schuster Most Dedicated Award |
| 13.1.3.2. | Golf | Brother Leo Achievement Award |
| 13.1.3.3. | Cross Country | (unnamed) Achievement Award |
| 13.1.3.4. | Soccer | (unnamed) Achievement Award |
| 13.1.3.5. | Basketball | Father Wilfred Achievement Award
Charles Ronan Memorial Dedication
Award |
| 13.1.3.6. | Swimming | Jim Kelly Achievement Award
Ben Graffagna Ideal Teammate
Award |
| 13.1.3.7. | Wrestling | (unnamed) Achievement Award |
| 13.1.3.8. | Baseball | (unnamed) Achievement Award |
| 13.1.3.9. | Tennis | Father Columban Achievement
Award |
| 13.1.3.10. | Track & Field | Glenn Gilbert Achievement Award |

- 13.2. When an athlete earns the same letter for the same sport at the same level more than once, he is presented an emblem (pin) in lieu of an additional letter. The pin(s) should be attached to the letter that was the original award for the athlete in that sport and that level.
- 13.3. Head coach and athletic director establish criteria used to determine earned letters and special awards sponsored by the Athletic Department.
- 13.4. Student managers, statisticians, student-trainers are recognized by awarding them manager letters. The letters for these positions are earned only if the students work practices and contests.

- 13.5. Awards sponsored by the Athletic Department will be given to athletes at scheduled Sports Awards Convocations.
- 13.6. Athletes/managers and their parents are expected to attend the convocations.
- 13.7. Athletes/managers must wear appropriate attire (absolutely no jeans/t-shirts) to sports convocations.
- 13.8. Only head coaches will speak at the convocation. They will present a short summary of the season, express gratitude to anyone deserving it, perhaps a few anecdotal remarks and present the awards to athletes/managers.
- 13.9. Athletes who are absent from the convocation may not receive their award(s).

14. HEALTH AND SAFETY AND WEIGHT ROOM

- 14.1. The athletic trainer will have on file for athletes and coaches pertinent information for the administering of health care. Parents and athletes must help by providing information pertinent to the athlete's health.
- 14.2. By no means will the athletic trainer allow an athlete to practice or compete if it is not in the best interest of the athlete's health. However, it is important that parents and athletes know the difference between an injury and being sore.
- 14.3. If an athlete believes he is injured, he must report it to his coach or the athletic trainer.
- 14.4. A parent/athlete must submit to the athletic trainer, upon return from a health care provider, a note from the health care provider explaining the athlete's diagnosis and rehab needs. Coaches will not practice or use in competition an athlete who does not provide this note.
- 14.5. The weight room is available for students to enjoy the benefits derived from a sound weight training program established by Marmion coaches and not for students to use for personal weight training programs. The director of the weight room in conjunction with the athletic director grants use of the weight room. In-season sports have first use of the weight room. The director of the weight room schedules use of the weight room.

- 14.6. Athletes may use the weight room regardless of Marmion athletic affiliation provided they find a coach on staff to supervise. Students wishing to use the weight room while a team under the supervision of a coach is using it must be granted permission by that coach. Depending on space and availability of equipment, the coach may grant or deny the athlete's request.

14.6.1. General rules regarding use of the weight room include:

- 14.6.1.1. *Athletes are not allowed to use the weight room without a coach present.*
- 14.6.1.2. No one is allowed to work in the weight room alone.
- 14.6.1.3. No food or beverages are allowed.
- 14.6.1.4. No glass containers are permitted.
- 14.6.1.5. Proper attire must be worn at all times
- 14.6.1.6. Gym shoes – no spikes or cleats allowed
- 14.6.1.7. T-shirt or sweatshirt
- 14.6.1.8. Shorts or sweat pants
- 14.6.1.9. School clothes are not allowed
- 14.6.1.10. No loitering allowed at any time
- 14.6.1.11. Lifters must work with a partner
- 14.6.1.12. Replace all weights on racks immediately after use
- 14.6.1.13. Return the weight room to the condition in which it was found or better
- 14.6.1.14. Coaches will lock the weight room when all students have left the weight room will not be left open when a coach is not present.
- 14.6.1.15. The director of the weight room may have additional rules for athletes while using the weight room.

14.6.1.16. Athletes must use sanitation wipes on equipment when finished using it.

- 14.7. All varsity football games and practices and most other varsity level contests and practices will have the athletic trainer present. The athletic trainer will have the responsibility of administering to all injured athletes and making the proper recommendation. In the event the athletic trainer is not present, the coach in charge of the activity is to assume responsibility. Coaches will be prepared to administer first aid.
- 14.8. The “30-30 Rule” pertaining to lightning will be practiced. (See Appendix)
- 14.9. Athletes and coaches will pay particular attention to the stress that heat produces with athletes. (See Appendix)
- 14.10. Hazing is absolutely prohibited and will not be tolerated. Hazing is often defined as “*a rite of passage, initiation or test of resilience that serves to authorize, permit or validate membership or status in athletics or activities.*” Other definitions contained in various state law prohibitions include: “*Recklessly or intentionally endangering the health or safety of a student or inflicting bodily injury on a student in connection with or as a condition of membership in a club, organization, association, fraternity, sorority or student body, regardless of whether the student so endangered or injured participated voluntarily in the activity.*” An athlete who experiences hazing must report it to their coach and the coach may refer it to the Academy’s Administration. First time offender will be penalized according to the Team Policies and Procedures established by the coach. Second time offender may be removed from the team, and/or be required to seek counseling at the expense of the parent/guardian.

15. CAVEAT:

- 15.1. The policies and procedures in this handbook are both specific and general in nature. When it is necessary and proper, the Headmaster, Athletic Director and coaches may enforce policies and procedures not in this handbook.

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Appendix

Marmion Academy
ATHLETIC DEPARTMENT REQUIREMENTS
FOR FRESHMEN AND NEW STUDENTS

1. Health Insurance

Marmion Academy requires student athletes to have and provide proof of health insurance before participation in tryouts/practice/competition. **The required proof of health insurance (i.e., copy of health insurance card provided by the carrier) must be turned in to the coach to be eligible to tryout, practice, or compete.**

2. Physical and Record of Immunization

Marmion Academy and the Illinois High School Association require student athletes to provide a current (one calendar year from the date of the physical) health physical. **Students must have a physical on file at Marmion to be eligible to tryout, practice or compete.**

The requirement for a physical can be fulfilled by one of the following methods:

a.) Freshmen and new students who get a physical by Sportlink USA (offered at Marmion) will have the physical forwarded to the Academic Dean, however, the **parent/legal guardian must provide the Academic Dean with a record of immunization.**

b.) Freshmen and new students who get a physical by his family physician must turn in their physical and record of immunization to the Academic Dean's Office. Do not turn it in to the coach. The Academic Dean will provide the coach with the names of freshmen and new students who have turned in physicals.

Advance registration is required for physicals given at Marmion Academy by Sport Link USA

Registration is only available online at www.sportlinkusa.com

Enter the school code: MARMAC

Follow on screen instructions to schedule an appointment using a credit card

When: Late May

Where: Marmion Academy – Gym

Time: Appointment will be assigned when you advance register online

Cost: TBD

3. Consent to Participate in Program and Release of Claims for Program-Related Damages, Injuries or Death and Authorization for Medical Treatment for Program Participant

The Marmion Academy athlete and his parent/guardian must read and sign these forms each season before an athlete at Marmion Academy may tryout, practice or compete. These forms are included in this mailing and are available from the athletic director, any head coach, the school's receptionist, and the Office of Admission.

Return these forms to the head coach.

DO NOT SEND OR DROP OFF THESE FORMS TO ANYONE BUT THE HEAD COACH.

Football – Coach Thorpe

Soccer – Coach O'Connor

Cross Country – Coach Rebenstorf

Golf – Coach Konen

Basketball – Coach Burno

Swimming – Coach Schalz

Wrestling – Coach Branstetter

Cheerleading – Coach DeDonato

Baseball – Coach Rakow

Track – Coach Thorpe

Tennis – Coach Maurer

Simplified Directions for Freshmen and New Students

1. Proof of health insurance is to be given to the head coach – this is needed each season
2. Health Physical and Record of Immunization:
 - a) physical by family doctor is to be given to the Academic Dean
 - b) physical by Sportlink USA will be forwarded automatically to the Academic Dean
 - c) record of immunization is to be given to the Academic Dean
3. Consent... and Authorization... forms are given to the head coach – this is needed each season

Marmion Academy
CONSENT TO PARTICIPATE IN PROGRAM
AND
RELEASE OF CLAIMS FOR PROGRAM-RELATED DAMAGES,
INJURIES OR DEATH

I, _____

Residing at _____

Make the following statements, acknowledgements, agreements and consent:

1. I am the parent and/or legal guardian of _____, a person under the age of 18 and/or my dependent (hereinafter called the "Participant"), who resides at _____.

2. I understand that Marmion Academy is offering a (name of sport _____) (hereinafter called the "Program") during the period _____, 20____ to _____, 20_____.

3. I understand that Marmion Academy will provide adult supervision for the Program, but cannot provide twenty-four hour a day surveillance or guarantee the absolute safety of the Participant. I understand that the Participant is responsible for his/her conduct and his/her own safety during the Program. I further understand that the Participant is responsible for obeying all the rules of the Program, including but not limited to the following:

1. The Participant will not smoke or use tobacco products at any time during the Program;
2. The Participant will not engage in any coed visitation and the Participant will not have any visitors, other than other participants from Marmion Academy, in the Participant's room at any time during the Program;
3. The Participant will not use, or have in his/her possession for any purpose whatsoever, alcoholic beverages or illegal drugs;
4. At the beginning of the Program, the Participant will submit to a chaperone a written list of all medications in the Participant's possession.
5. The Participant will be in his/her room at all times stipulated by the chaperone;
6. The Participant will not go anywhere alone or without personally notifying the chaperone;
7. The Participant will be sensible, cooperative and obedient to all chaperones in the Program;
8. The Participant will be punctual for transportation, tours, meals, curfew and all other Program activities;
9. The Participant will dress appropriately at all times and abide the by the decisions of the chaperone with regard to inappropriate attire; and
10. The Participant will obey such other rules as the chaperones may from time to time require.

I understand and agree that if the Participant does not observe the rules set forth above, the chaperone will call me (collect) regarding the Participant's conduct. In the event of repeated violations or serious infractions of any of the Rules set forth above, I understand and agree that the chaperone has the right, in his or her discretion, to send the Participant home before the end of the Program at my expense.

4. I state that the Participant is in good health and is in proper medical fitness and condition to participate in the Program. I expressly give my permission for the administration of any emergency medical treatment to the Participant deemed necessary by a licensed physician, dentist or physical trainer and have signed the attached Authorization for Medical Treatment. I also agree and acknowledge that I am responsible for emergency expenses which may be incurred by the Participant during or arising out of the Participant's participation in the Program, including transportation and medical treatment.

5. I understand consent that the Participant will participate in free time activities described on the schedule of the Program, and I understand that I am responsible for any expenses in connection with such activities.

6. I am aware of the risks involved and of my and the Participant's responsibilities under this Consent and Release and I hereby consent to the Participant's enrolling and participating in the Program sponsored by Marmion Academy.

7. In consideration of the Participant's being allowed to enroll and participate in the Program, on behalf of the Participant and for myself, (a) I agree that the Participant and I assume all risks in connection with the Program, (b) I fully release Marmion Academy, the Marmion Benedictine Community of Aurora, Illinois and their members, employees, and volunteers from any liability whatsoever for any damages incurred by the Participant and/or me during or arising out of the Participant's participation in the Program, including all risks connected therewith, whether foreseen or unforeseen, and (c) I agree to save and hold harmless Marmion Academy, the Marmion Benedictine Community of Aurora, Illinois and their members, employees and volunteers from any claim by the Participant, myself or the Participant's heirs, executors, administrators, personal representatives, or assigns arising out of the Participant's enrollment and Participant's enrollment and participation in the Program.

8. I have carefully considered the nature of the Program and completely understand what is involved in the program. I have fully informed myself of this Consent and Release by reading it and I understand the terms herein are contractual and not mere recitals.

IN WITNESS WHEREOF, I have executed this Consent and Release on this

Date of _____, 20_____.

Print Name of Parent and/or Legal Guardian

Signature of Parent and/or Legal Guardian

CONSENT OF THE PARTICIPANT

I have read the above consent and Release signed by my parent(s) and/or legal guardian(s) and join in such Consent and Release. I am aware of the risks involved in the Program. I agree to observe the rules set forth in Paragraph 3 of the Consent and Release.

Print Name of Participant

Signature of Participant

**MARMION ACADEMY
AUTHORIZATION FOR MEDICAL TREATMENT
FOR PROGRAM PARTICIPANT**

I, _____,
residing at _____, am the parent and/or
legal guardian of _____ (the "Participant"), who resides
at _____, and is participating in _____
_____ sponsored by Marmion Academy (the Program").

I hereby give my consent for: (a) the administration of any medical or dental treatment to the Participant during the Program deemed necessary by a licensed physician, dentist or athletic trainer and (b) the transfer of the Participant to any hospital reasonably accessible during the Program.

I understand that, in the event the Participant experiences a medical emergency during the Program, a Program chaperone will make reasonable efforts to contact me as soon as possible, but not necessarily before the actions described above have been taken at _____ (telephone #).

This authorization does not cover any major surgery unless the medical opinion of two other licensed physicians or dentists concur in the necessity for such surgery is obtained before surgery is performed.

Facts concerning the Participant's medical history including allergies, medications being taken, the name and telephone number of the Participant's regular physician and dentist, and physical impairments, to which factors a physician should be alerted are (use reverse side if necessary):

Date _____, 20_____

Signature of Parent and/or Legal Guardian

Marmion Academy
ATHLETIC DEPARTMENT REQUIREMENTS
FOR RETURNING STUDENTS

1. Health Insurance

Marmion Academy requires student athletes to have and provide proof of insurance before participation in tryouts/practice/competition. **The required proof of health insurance (i.e., copy of health insurance card provided by the carrier) must be turned in to the coach to be eligible to tryout, practice, or compete. This is required every season.**

2. Physical

Marmion Academy and the Illinois High School Association (IHSA) require student athletes to provide a current (one calendar year from the date of the physical) health physical. **This is required annually. Students must have a physical on file at Marmion to be eligible to tryout, practice or compete.**

The requirement for a physical can be fulfilled by one of the following methods:

- a.) Students who get a physical by Sportlink USA (offered at Marmion during the spring) will automatically have their physical on file with Marmion. If the parent or student wish to have a copy of the physical, a request for a copy should be made at the time of the physical.
- b.) Students who get a physical by his family physician must turn in their physical to the head coach of the program.

Advance registration is required for physicals given at Marmion by Sport Link USA

Registration is only available online at www.sportlinkusa.com

Enter the school code: MARMAC

Follow on screen instructions to schedule an appointment using a credit card

When: Late May

Where: Marmion Academy – Gym

Time: Appointment will be assigned when you advance register online

Cost: \$39.99

3. Forms: Consent to Participate in Program and Release of Claims for Program-Related Damages, Injuries or Death and Authorization for Medical Treatment for Program Participant

The Marmion athlete and his parent/guardian must read and sign these forms each season before an athlete at Marmion may tryout, practice or compete. These forms are included in this packet and are available from any head coach, the athletic director, the school’s receptionist, and the Office of Admission. **These forms are required every season.**

ONLY RETURN PROOF OF HEALTH INSURANCE, PHYSICAL,

AND FORMS TO THE HEAD COACH

Football – Coach Thorpe

Soccer – Coach O’Connor

Cross Country – Coach Rebenstorf

Golf – Coach Konen

Basketball – Coach Burno

Swimming – Coach Schalz

Wrestling – Coach Branstetter

Cheerleading – Coach DiDonato

Baseball – Coach Rakow

Track – Coach Thorpe

Tennis – Coach Maurer

SUBURBAN CATHOLIC



CONFERENCE

SPORTSMANSHIP STATEMENT

AURORA CENTRAL • ST. FRANCIS • DRISCOLL CATHOLIC •

OUR CONFERENCE IS COMPOSED OF CATHOLIC SCHOOLS WHICH PUBLICLY PROFESS CHRISTIAN VALUES. IT IS IMPERATIVE THAT OUR BEHAVIOR AT ACTIVITIES BE CONSISTENT WITH THE MISSIONS AND PHILOSOPHIES OF OUR RESPECTIVE SCHOOLS. IN ADDITION TO THE EXCELLENCE WE EXHIBIT IN ATHLETIC COMPETITION, WE WANT THE SUBURBAN CATHOLIC CONFERENCE TO EXHIBIT LEADERSHIP IN DISPLAYING GOOD SPORTSMANSHIP. WE EXPECT EVERYONE TO SHOW RESPECT FOR COACHES OFFICIALS, PLAYERS AND FANS WHENEVER ATTENDING AN ACTIVITY. IN ORDER TO PROMOTE GOOD SPORTSMANSHIP, THE SCHOOL SUPERVISORS OF THE SUBURBAN CATHOLIC CONFERENCE EVENTS HAVE THE AUTHORITY TO ASK ANY FANS WHO ARE DISRUPTIVE AT A CONTEST TO ALTER THEIR BEHAVIOR OR TO LEAVE. NAMES OF INDIVIDUALS WILL BE TAKEN AND THE ADMINISTRATION OF THE APPROPRIATE SCHOOL WILL BE NOTIFIED.

THE SUBURBAN CATHOLIC CONFERENCE IS RICH IN TRADITION AND PROUD OF EVERYONE INVOLVED IN CONFERENCE ACTIVITIES. WE WANT TO STRENGTHEN THAT TRADITION AND DEMONSTRATE SUPPORT FOR THOSE VALUES WHICH ARE AT THE HEART OF CATHOLIC EDUCATION.

ST. EDWARD • ROSARY HIGH • MARMION ACADEMY

• IMMACULATE CONCEPTION • MONTINI • MARIAN CENTRAL

3.040

TRANSFER

The eligibility of a student who transfers attendance from one high school to another high school is subject to the following Sections 3.041-3.047 and their subsections.

Such student must additionally be in compliance with the applicable residency provisions of By-laws 3.031-3.034 and their respective sub-sections after the transfer. Except as provided in Section 6.010 of these by-laws, a student who does not comply with the applicable provisions of Sections 3.041-3.047 of these by-laws and their sub-sections shall be ineligible for a period not to exceed 365 days.

3.041

In all transfer cases, both the principal of the school from which the student transfers and the school to which the student transfers must approve of the transfer and execute a form provided by the IHSA Office. This form is to be initiated and signed by the principal of the school to which the student transfers and provided to the principal of the school from which the student transfers for signature by that principal. The concurrence of the principals accepting a transfer shall not be determinative of eligibility or binding on the Executive Director and/or the Board of Directors who shall have the discretion to investigate the accuracy of such conclusion and to override the acceptance of a transfer if evidence of violation or avoidance of non compliance with any by-law, or recruiting in connection with the transfer is found. A student is not eligible to participate in an interscholastic contest until the transfer form, fully executed by both principals, is on file in the offices of the school to which the student transfers.

3.042

Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which he/she participated or was participating in a practice or interscholastic contest in the current school year at the school from which the transfer occurs; or

Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which he/she was not participating or had not participated during the current school year at the school from which the student transferred.

3.043

In addition, a student who transfers attendance from one high school to another high school pursuant to these by-laws, shall be ineligible unless:

3.043.1

The student transfers attendance in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent (in the case of a student with one deceased parent), or guardian from one public high school district to a different public high school district; or

3.043.2

The student transfers attendance from one public high school in a school district which supports two (2) or more public high schools to another public high school in that school district, and

the transfer is in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent, or guardian to a residence within the boundaries established by the governing board of the school district for the high school to which the student transfers; or

3.043.3

The student changes attendance from a private school or a public school with no boundaries to a public high school located in the school district in which the student resides full time with his or her parents, custodial parent, surviving parent, or guardian; the student is enrolling for the first time in a public member high school with boundaries; and the principals of both of the high schools involved accept the transfer, concurring that there is no evidence of a) any violation or avoidance of, or noncompliance with, any by-law, b) any recruiting in connection with the transfer; or

3.043.4

The student transfers attendance from one private school to a different private school which is located within a 30 mile radius of his or her residence; the student resides full time with his or her parents, custodial parent, surviving parent, or guardian; the student is changing high school attendance for the first time; and the principals of both private high schools involved accept the transfer, concurring that there is no evidence of a) any violation of, or noncompliance with, any by-law, or b) any recruiting in connection with the transfer; or

3.043.5

The student, who is a child of divorced or legally separated parents, transfers attendance from one high school to another in conjunction with a change in legal custody between the parents by action of a judge of a court of proper jurisdiction, and a change in the student's residence from the former custodial parent to the parent to whom custody has been awarded by the court, provided that a copy of the petition and the court order so changing custody is on file with the principal of the high school to which the student transfers.

3.044

The student, who (a) is an orphan; (b) is a child of divorced, legally separated, or unmarried parents with respect to whom there has not been a change in custody ordered by a court of proper jurisdiction; or (c) is a ward of the state who transfers attendance from one high school to another high school, shall be subject to the eligibility provisions of Sections 3.043.1-3.043.4 as if the student resided with his/her parent(s), provided that following the transfer, the student continues to reside with the same family, foster family, group home or other unit or entity after the transfer as prior to and at the time of the transfer.

3.045

In the case of a student who transfers attendance from one high school to another in conjunction with the adoption of the student after the student has entered high school for the first time, or a change in guardianship of the student by order of a court of proper jurisdiction, the student shall be ineligible pending a ruling by the Executive Director. In such cases, the Executive Director may grant eligibility only if it is determined, after investigation, that the circumstances giving rise to the change of guardianship or adoption and the transfer were completely beyond the control of all of the following:

- (1) the student
- (2) the student's parent(s)/guardian(s)
- (3) the schools to and from which the student transferred.

Any action, inaction, or voluntary or self-initiated decision of the student, parent/guardian or the school to or from which the student transfers, or anyone or more of them, which results in, affects, causes or pertains to the transfer shall not be considered to be "circumstances completely beyond the control." The student may practice, but shall not participate in an interscholastic athletic contest until a ruling on the student's eligibility has been made by the Executive Director.

3.046

In all other circumstances involving a transfer, the student shall be ineligible pending a ruling by the Executive Director. In such cases, the Executive Director may grant eligibility if it is determined after investigation that the circumstances giving rise to the transfer were completely beyond the control of all of the following:

- (1) the student
 - (2) the student's parent(s)/guardian(s)
 - (3) the schools to and from which the student transferred.
- Any action, inaction, or decision of the student, parent/guardian or the school to or from which the student transfers, or anyone or more of them, which results in, affects, causes or pertains to the transfer shall not be considered to be "circumstances completely beyond the control." The student may practice, but shall not participate in an interscholastic athletic contest until a ruling on the student's eligibility has been made by the Executive Director.

3.047

The member school to which a student transfers shall enforce any period of ineligibility imposed or that would have been imposed upon the student by the school from which the student is transferring, even if the student is otherwise eligible under these by-laws. The period of ineligibility at the school to which the student transfers shall be the remaining duration of the period of ineligibility imposed or that would have been imposed had the student not transferred, but not longer than 365 days after the date of the transfer, whichever is less.

Illustrations for Section 3.040 of the By-laws

The illustrations and situations it contains are for purposes of assisting in understanding the application of the particular by-law to which they pertain. In the case of any conflict, whether actual or believed, between the illustrations, examples or situations in this publication and the constitution or by-laws of the IHSA the constitution and by-laws shall control.

102) Q. How is the term "classes begin" in By-law 3.042 to be defined?

A. "Classes begin" is defined as the first day a student may attend classes which is counted toward the member school's minimum required attendance day calendar as established by the Illinois School Code.

103) Q. What evidence is required to affirm that a student and his/her parents have moved to a new school district and are living there full time?

A. Documents requested by the Executive Director, including but not limited to some or all of the following: a lease or rental contract, closing documents, recorded title, affidavit of parent and student, documentation from the principals of the respective schools involved, telephone/utility and post office records, and such other evidence as may be deemed necessary by the Executive Director in a particular situation to enable the Executive Director to verify the facts. Schools requesting an eligibility ruling that provide such documents and information shall be subject to penalty if the information provided is found to be false.

104) Q. What evidence is required to affirm that a student and his/her parents are living within a 30 mile radius of the private school the student attends?

A. The same documents as set forth in response above.

105) Q. If a family (parents and children) moves from one school district to another school district after the start of classes for the school year, what factors will the Executive Director consider in applying By-law 3.042 and ruling on the eligibility of students who transfer in connection with such moves?

A. Factors to be considered by the Executive Director will include but not be limited to the following:

- (1.) Whether it is documented that the move was necessitated by an employment transfer.
- (2.) Whether it is documented that the move was necessitated by a change in employment.
- (3.) Whether it is documented that the move was necessitated by a change in family status.

106) Q. If parents divorce or become legally separated after the start of classes for the school term and their child transfers to live in a different district with the parent who is granted custody, what factors will the Executive Director consider in ruling on the student's eligibility?

A. Factors to be considered by the Executive Director will include but not be limited to the following:

- (1.) Certified court documentation of custody.
- (2.) Copies of file stamped court documents pertaining to the divorce or legal separation.
- (3.) Documentation of specific circumstances which necessitate the student's transfer, particularly if the transfer occurs after the start of classes in a school term.
- (4.) Concurrence of the transfer by the sending and receiving school principals.
- (5.) Documents to show the residence of the student and the custodial parent.

107) Q. If parents divorce or become legally separated with joint custody assigned by the court, and the student moves to live with one parent or the other in a different district and transfers to a member school in connection with this move, what factors will the Executive Director consider in applying By-law 3.042 and ruling on the student's eligibility?

A. The same factors as stated above plus an acknowledgment that the student is eligible at only one school, and any move thereafter will create the need for a ruling from the Executive Director before the student can participate on a school team.

108) Q. A student's parents never married and no court custody has been established. What is the student's eligibility regarding residence if the student:

- (a.) Lives with the birth mother and attends school in the district where they live together full time?
- (b.) Lives with the biological father and attends school in the district where they live together full time?
- (c.) Lives with friends or relatives and attends school in the district where the mother lives?

A. In a, a copy of the student's birth certificate must be provided to the Executive Director along with verification of the student's residence with the mother and an eligibility ruling must be made.

In b, documentation that custody has been assigned by the court to the biological father must be provided to the Executive Director along with verification of the student's residence in the district with the father, and an eligibility ruling must be made.

In c, if there is no assignment of legal guardianship by the court to the persons with whom the student lives full time, the student will be ineligible for a period not to exceed 365 days.

If guardianship is assigned by the court, filestamped or certified copies of the court documentation of that assignment, along with evidence of the reasons necessitating the guardianship and approval by the sending and receiving school principals on the IHSA Transfer Form must be provided to the Executive Director for an eligibility ruling.

109) Q. What is a student's eligibility if the family has had a new home under construction in a different district from where they currently live, and the home is finally completed and the student transfers to the new district when the family moves into the home, which is:

- (a.) After classes start but before the student goes out for a sport.
- (b.) After classes start and after the student goes out for a sport.
- (c.) Before classes start but after the student goes out for a sport.

A. In a and b, the student is a transfer student and will be ineligible for a period of time. In a, the student would be ineligible for thirty (30) days. In b, the student is ineligible for the remainder of the school year in the sport in which he/she had participated at the previous school and ineligible for thirty (30) days in all other sports. In c, the student is eligible in regard to the transfer by-law.

110) LEGAL GUARDIANSHIP

Q. What is legal guardianship, and how must it be documented when requesting an eligibility ruling?

A. Legal guardianship entails issuance of letters of Guardianship of a student's person or person and estate by a court. It must be an order signed by a judge and/or the clerk of the court as the judge's representative. A file stamped copy of the letters of Guardianship court order, along with a copy of the petition filed with the court at the hearing seeking that order and other evidence the court had to determine appointment of the guardianship, must be attached to each request for an eligibility ruling involving a change in legal guardianship. (By-laws 3.030 and its sub-sections and 3.040 and its sub-sections)

111) Q. May a student who has transferred to an IHSA member school from out of state participate in the same sport he/she was participating in prior to the transfer?

A. In a situation like the one above, a ruling from the IHSA office is required. If it is determined that the student, the family and the school are in a circumstance completely beyond their control, the student may be ruled eligible. (Bylaw 3.042)

112) Q. May a student who played girls soccer for her high school in the fall in Missouri play girls soccer in the spring in Illinois if her family moves from Missouri to Illinois?

A. Yes. The IHSA Board of Directors has determined that the season in which a sport is played in another state is a circumstance beyond the control of the student, the family and the school. (By-law 3.042)

3.050 PARTICIPATION LIMITATIONS

3.051 After they enroll in the ninth grade, students shall be eligible for no more than eight (8) semesters. They shall not be eligible for more than the number of semesters for which their school is recognized by the Illinois State Board of Education.

3.052 Their last two (2) semesters of possible eligibility shall be consecutive. Other semesters of possible eligibility need not be consecutive.

3.053 After they enroll in the ninth grade, they shall not be eligible for more than four (4) school years of competition in any sport.

3.054 Any student in a member school, eligible in all respects under the terms of these By-laws, may be entered to represent that school as an individual in Association-sponsored meets or tournaments under the terms and conditions for that particular event. However, only schools which have an established school team which has engaged in at least six (6) interscholastic contests in that sport during the current season or, in the case of boys baseball, boys golf, boys tennis, girls softball, girls golf, and girls tennis, during the preceding IHSA recognized season in that sport, may participate in team competition in Association-sponsored meets or tournaments.

Illustrations for Section 3.050 of the By-laws

The illustrations and situations it contains are for purposes of assisting in understanding the application of the particular by-law to which they pertain. In the case of any conflict, whether actual or believed, between the illustrations, examples or situations in this publication and the constitution or by-laws of the IHSA, the constitution and by-laws shall control.

EMERGENCY PROCEDURES FICHTEL FIELD

1. Manager, Coach OR any individual who witnesses an injury should contact
THE ATHLETIC TRAINER

- usually a walkie talkie is on site for the Varsity Football and Varsity Soccer Games and practice

2. Athletic Trainer (or other qualified individual) will assess athlete

3. Individual assessing athlete will designate a person to make the 9-1-1 call

4. NEAREST PHONE LOCATIONS

-Athletic Trainer will have cell phone on person at all times - Any individual will a cell phone on person

-Training Room (with key)

5. Equipment locations-every level of football, soccer and track will be provided with a medical kit

CPR Shield Side pocket of kit

Gloves Side pocket of kit

Crutches Training Room- Back room- behind door

Sling Kit and Middle drawer below cabinet in Training Room

Knee and Ankle Immobilizer Training Room- Lower Cabinet- Right Side

TRANSPORTING INDIVIDUAL

IF 9-1-1 was called -DO NOT MOVE INDIVIDUAL-EMS will handle

ROUTE FOR AMBULANCE

Any available individual should position themselves on the EAST side of field where Raddant Rd. meets access

road to direct ambulance-AMBULANCE SHOULD ENTER AT FAR SOUTH EAST GATES-COACHES,

ATC AND A.D. HAVE KEYS

EMERGENCY PROCEDURES MARMION SOCCER FIELD

1. Manager, Coach OR any individual who witnesses an injury should contact THE ATHLETIC TRAINER.

. usually a walkie talkie is on site for the Varsity Baseball games and practice

2. Athletic Trainer (or other qualified individual) will assess athlete.

3. Individual assessing athlete will designate a person to make the 9-1-1 call.

4. NEAREST PHONE LOCATIONS

a. Athletic Trainer will have cell phone on person at all times b. Any individual will a cell phone on

person

c. Training Room (with key)

5. Equipment locations-every level of baseball will be provided with a medical kit

CPR Shield Side pocket of kit

Gloves Side pocket of kit

Crutches Training Room- Back room- behind door

Sling Kit and Middle drawer below cabinet in Training Room

Knee and Ankle Immobilizer Training Room- Lower Cabinet- Right Side

TRANSPORTING INDIVIDUAL

IF 9-1-1 was called -DO NOT MOVE INDIVIDUAL- EMS will handle
ROUTE FOR AMBULANCE

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Any available individual should position themselves at the intersection of the side gravel road and

Butterfield Road to direct ambulance. Assistance may be needed to instruct individuals to move their

automobile if it is blocking the path for the ambulance -AMBULANCE SHOULD DRIVE
ONTO FIELD FROM RIGHT FIELD

EMERGENCY PROCEDURES MARMION GYMNASIUM

1. Manager, Coach OR any individual who witnesses an injury should contact
THE ATHLETIC TRAINER

usually a walkie talkie is on site for Basketball and Wrestling

2. Athletic Trainer (or other qualified individual) will assess athlete

3. Individual assessing athlete will designate a person to make the 9-1-1 call

4. **NEAREST PHONE LOCATIONS**

a. Any individual will a cell phone on person

b. Pay phone next to AD's office

c. Coach's office up or down stairs (access with key)

5. Equipment locations-every level of basketball and wrestling will be provided with a medical kit

CPR Shield Side pocket of kit

Gloves Side pocket of kit

Crutches Training Room- Back room- behind door

Sling Kit and Middle drawer below cabinet in Training Room

Knee and Ankle Immobilizer Training Room- Lower Cabinet- Right Side

TRANSPORTING INDIVIDUAL

IF 9-1-1 was called - **DO NOT MOVE INDIVIDUAL**-EMS will handle

ROUTE FOR AMBULANCE

Any available individual should position themselves in the parking lot just outside the courtyard
EMS

SHOULD ENTER AT THE GLASS DOORS across the cafeteria doors

EMERGENCY PROCEDURES MARMION BASEBALL FIELD- FRESH / SOPH

6. Manager, Coach OR any individual who witnesses an injury should contact
THE ATHLETIC TRAINER

usually a walkie talkie is on site for the Varsity Baseball games and practice

7. Athletic Trainer (or other qualified individual) will assess athlete

8. Individual assessing athlete will designate a person to make the 9-1-1 call

9. NEAREST PHONE LOCATIONS

-Athletic Trainer will have cell phone on person at all times - Any individual will a cell phone on person

-Training Room (with key)

10. Equipment locations-every level of baseball will be provided with a medical kit

CPR Shield Side pocket of kit

Gloves Side pocket of kit

Crutches Training Room- Back room- behind door

Sling Kit and Middle drawer below cabinet in Training Room

Knee and Ankle Immobilizer Training Room- Lower Cabinet- Right Side

TRANSPORTING INDIVIDUAL

IF 9-1-1 was called - DO NOT MOVE INDIVIDUAL- EMS will handle

ROUTE FOR AMBULANCE

Any available individual should position themselves at the intersection of the gravel road and Butterfield Road to direct ambulance- assistance may be needed to instruct individuals to move their automobile if it is blocking the path for the ambulance -AMBULANCE SHOULD DRIVE ONTO FIELD FROM LEFT FIELD

EMERGENCY PROCEDURES MARMION BASEBALL FIELD- VARSITY

1. Manager, Coach OR any individual who witnesses an injury should contact
THE ATHLETIC TRAINER

usually a walkie talkie is on site for the Varsity Baseball games and practice

2. Athletic Trainer (or other qualified individual) will assess athlete

3. Individual assessing athlete will designate a person to make the 9-1-1 call

4. NEAREST PHONE LOCATIONS

-Athletic Trainer will have cell phone on person at all times - Any individual will a cell phone on person

-Training Room (with key)

5. Equipment locations-every level of baseball will be provided with a medical kit

CPR Shield Side pocket of kit

Gloves Side pocket of kit

Crutches Training Room- Back room- behind door

Sling Kit and Middle drawer below cabinet in Training Room

Knee and Ankle Immobilizer Training Room- Lower Cabinet- Right Side

TRANSPORTING INDIVIDUAL

IF 9-1-1 was called -DO NOT MOVE INDIVIDUAL- EMS will handle

ROUTE FOR AMBULANCE

Any available individual should position themselves at the intersection of the gravel road and Butterfield Road to direct ambulance-AMBULANCE SHOULD DRIVE ONTO FIELD FROM RIGHT FIELD

Uniform Response to Injuries Policy

Directions for calling paramedics/ambulance

- 1 . Call paramedics:
 - . State your name and position
 - . Describe the nature of the injury
 - . Describe location of injured athlete
 - . Give present phone number
2. Send responsible person(s) to meet and direct paramedics to injured athlete.
3. Assist paramedics with information if needed.

General Emergency Procedures

Actions to be taken:

- . Administer necessary and possible first aid.
- . Call paramedics if necessary.
- . Contact parents as soon as possible.
- . Assist emergency personnel by providing any pertinent information about the athlete's injury and medical history.
- . Accompany athlete to hospital if possible.
- . Arrange for transportation from hospital for staff and family of athlete, if necessary.

Athletic Injury Procedures (General Guidelines)

Remember -Most Important: The injured athlete takes priority over everything!

- . Keep the athlete still, comfortable and reassured.
- . When in doubt, do not move an injured athlete.
- . Send someone for the athletic trainer if one is available.
- . Call paramedics if necessary
- . Notify parents as soon as possible.

When head Athletic Trainer is present:

- . Notify Head Athletic Trainer
- . If there is a serious injury and it is obvious that an ambulance will be needed, send assistant coach or student trainer/lab assistant to call paramedics.

When injury occurs on school grounds and the Head Athletic Trainer is not present:

- . Administer first aid
- . Call ambulance if necessary
- . Notify parents of injury
- . See that the athlete has transportation home.

When team is away and injury occurs:

.Consult the Certified Athletic Trainer if one is present. You must follow his or her instructions .Request assistance of host team coach or athletic director if trainer is not available. .Call ambulance if necessary .Send an adult and athlete's emergency information with him to the hospital. If at all possible, send an assistant coach with the injured athlete.

Notify the Head Athletic Trainer As Soon As Possible after an Athletic Injury Occurs. Do Not Request the Removal of Any Injured Athlete if you are in Doubt As To His Condition, or when there is A Back, Head or Neck Injury. Call For the Paramedics.

IHSA Lightning Safety Guidelines
“30-30 Rule”

IHSA Lightning Safety Guidelines

To be used during any IHSA state series contest

A combination of the 30 second flash-to-bang count to suspend play and the 30-minute delay after the last lightning flash to resume activity is commonly referred to as the “30-30 Rule.”

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore the greatest concern for injuries in an outdoor contest appears to be during that time.

Advance Planning

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically the manager and/or officials) to make the decision to suspend play.

Monitoring Weather

Local Managers during the contest should be aware of any potential thunderstorms that may form during the competition; and if an evacuation is needed, managers should also know how long it would take teams to get to their safest location.

Lightning Awareness

Generally speaking, it is felt that anytime lightning can be seen, or thunder heard, risk is already present. Once that occurs, the flash to bang method should be utilized.

Flash to Bang Method — Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making accurate, timely decision on location, the “Flash to Bang” method is recommended by the National Severe Storms Laboratory (NSSL). The easiest and most convenient way to estimate how far away lightning is occurring is to use the flash to bang method. Simply count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide that number by 5 to obtain how far away in miles the lightning is occurring. For example, if the lightning flash is seen and then 15 second later the bang of thunder is heard, the lightning is 3 miles away. It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. The National Severe Storms Laboratory recommends that by the time the

Flash to Bang count reaches 30 seconds, all individuals should have left the site and reached a safe structure.

Evacuation Plan

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that, athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under a single tall tree. Avoid bathrooms and using the land-line telephone. A cellular phone or portable phone is a safe alternative.

Resuming Activity

The NSSL recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

Special Precautions for Dangerous Body Heat Situations, Heat Exhaustion and Heat Stroke
Practices for athletic competition, as well as participation in various forms of physical activity, are frequently carried on in very warm and humid weather. Under such conditions, special precautions must be observed. Otherwise the athlete is subject to heat fatigue, heat exhaustion and heat stroke.

Heat fatigue dulls the athlete's skills and alertness and makes him susceptible to injury. The other two heat conditions can result in serious physical harm and even death. All these are preventable. As coaches and trainers, we need to be aware of how to prevent heat related sickness during preseason practice. Dehydration is the main problem associated with exercising in hot weather. Players who do not replace their fluid losses may lose 15-20% of body fluids during the course of a double practice session. Thus, continuous fluid replacement is essential to maintain normal physiological function.

Below are listed a number of items that you, as coach or trainer can do to aid in the prevention of heat stress problems.

- . Practice during the cooler part of the day -if possible, early morning or late afternoon. Use temperature, relative humidity and the heat index (how hot it feels) as early guides when deciding whether to practice.

- . Allow your athletes adequate time to become acclimated before intensive practice sessions begin

- . Provide, whenever possible, lightweight clothing that is loose fitting at the neck, waist and sleeves, especially when the temperature and humidity are significantly high. Carrying the weight of full equipment adds greatly to heat buildup during intense exercise
- . Allow athletes to remove as much clothing as possible to expose more surface area
- . Limit practice sessions to two hours or less. Know the physical condition of your athletes before you start your training program. Test them if possible. Stress the importance of heavy fluid intake before and between practice sessions to insure that our athletes will report to the next session well hydrated .
- . Keep a close eye on overweight and light skinned athletes, as they are more susceptible to heat stress
- . Do not deny any athlete water or rest at any time
- . Do not give salt tablets. The critical need is to replace water loss, not salt . Do not allow athletes to wear rubberized clothing or sweatsuits during practice sessions. Rubber clothing interferes with the evaporation process by trapping perspiration inside. As a result, the body begins to work extra hard in an effort to cool itself:

1. Have the proper first aid materials and know the proper first aid procedures for heat stress problems. Be able to recognize the signs of heat exhaustion and heat stroke:

1.) Heat exhaustion - an excessive depleting of electrolytes and water. Characterized by extreme weakness, headache, dizziness or fainting, profuse sweating, cold and clammy skin, rapid weak pulse and near normal temperature.

What to do:

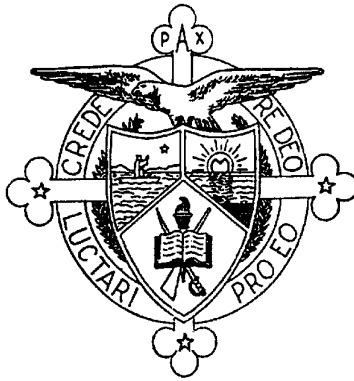
- a.) Have the athlete lie down in a cool place and drink cool liquids
- b.) Remove excess clothing and rub the athlete's body with a cold, wet towel
- c.) Instruct the athlete to stay out of the heat for the rest of the day
- d.) Call an ambulance and call his parents

2.) Heat stroke - overheating due to a breakdown in the thermo-regulatory system. Associated with a rectal temperature, warm/dry skin, lack of sweating (although heat stroke may occur before sweating totally ceases), rapid and full pulse, serious disorientation, and unconsciousness. Immediate action is necessary.

What to do:

- a.) Remove all clothing without delay
- b.) Cool body immediately by whatever means possible: hose, ice, water, cold shower
- c.) Call the hospital and notify them of possible heat casualty
- d.) Call an ambulance
- e.) En route to the hospital, apply ice water with a sponge

Remember, give your athletes plenty of opportunities to drink fluids before, during and after practice. They will be more alert, more productive and less likely to be injured because of heat related fatigue.



ACKNOWLEDGEMENT

I have read the Marmion Academy Handbook of Athletic Policies and Procedures for Parents and Athletes.

I agree to follow the policies and procedures in the handbook.

Print Student's Name _____

Student's Signature _____

Date _____

Print Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date _____